

Meeting Minutes of Great Melton Parish Council

Thursday 16 July 2020 starting at 7.35 pm, held online using Zoom

Parish Councillors present: Rob Richardson (Chairman), Bruce Fleming (Vice-Chairman), Mary Barnard, Phyllis Curson, David Gregory, Peter Markham and Liesl Richardson. Also present: Luisa Cantera (Parish Clerk). There were no members of the public present.

1 Apologies for absence

Apologies were received from Margaret Dewsbury (County and District Councillor).

2 Members' declarations of interest in items on the agenda

No declarations of interest were made.

3 Approval of the minutes of the meeting held on 7 May 2020

The minutes of the meeting were approved without amendment. The Chairman will sign the minutes as a correct record and pass to the Clerk.

4 Clerk's report on progress on items not on the agenda from the last meeting

The Clerk reported that she had reviewed the accounts for the year ending 31 March 2020 and had organised the internal audit to take place. She set up a new website during May and has been advertising the new site as it needs to work its way up the search engine lists. The Clerk has set up the council as an employer with HMRC and will be using Basic Tools to submit salary data.

5 Open forum for public participation

There were no members of the public present.

6 Updates from councillors

6.1 Update relating to the Dudgeon/Sheringham Shoal wind farm project

The Parish Council acknowledged that some property and landowners will be affected by the cabling routing through the village. The Clerk and several members of the Council attended a webinar hosted by Equinor in late June to hear of their onshore plans. Following the webinar, the Clerk was asked to send a letter to the local MP expressing the Council's view, accepting that the routing is likely to come through the village. The phase 1 consultation begins in July and will involve consultation with landowners and communities. The scoping report can be found on Equinor's website. Councillors agreed to respond to the consultation as individuals and they have until 20

August to do so. Residents who live within 1 km of the cabling sites have received a leaflet from Equinor and are being encouraged to respond to the consultation.

7 Highways matters

7.1 Letter received from a member of the public regarding overgrown hedges at the crossroads with Landlow Lane

The hedge referred to in the letter has now been trimmed which is an improvement, although the Council discussed how to improve road safety and visibility at the crossroads. There had been SLOW signage written on the road at the crossroads which has now worn away. The Council asked the Clerk to arrange a site meeting with Highways to discuss the options for improving road safety.

8 Finance

8.1 Review of the asset register for the year ending 31 March 2020

The Clerk presented the asset register. There were no changes from the previous year with assets totalling £129,170. The Council **RESOLVED** to accept the asset register.

8.2 Internal Auditor's report and to consider his recommendations

The Clerk presented the Internal Auditor's report which the Council duly noted. No recommendations were made by the Internal Auditor.

8.3 Exemption from external audit

It was noted that as income and expenditure for the year was under £25,000, the Council could exempt itself from external audit. The Council **RESOLVED** to exempt itself from external audit and the Clerk and Chairman were authorised to sign the form.

8.4 Approval of the 2019-20 Annual Governance Statement

The Clerk read out the statements in the Annual Governance section of the Annual Return requiring councillors to respond to each statement. The Council **RESOLVED** to approve the Annual Governance Statement.

8.5 Approval of the 2019-20 Annual Statement of Accounts

The Clerk read out the figures in the Accounting Statement. The Council **RESOLVED** to approve the Statement of Accounts. The Chairman and the Clerk signed the AGAR on behalf of the Council. The Clerk explained that the accounts presented at the May meeting had been re-stated because VAT of £69 will be reclaimed in the 2020-21 financial year.

8.6 Approval of the list of payments

The following payments totalling £530.79 were approved by the Council:

B Luton	Internal audit fee for year ending 31 March 2020	£20.00
ICO	Annual subscription for data protection*	£35.00

L Cantera	Clerk's salary & expenses from May - July 2020	£410.79
L Cantera	SLCC annual subscription (reimbursement)	£65.00

*Payment made by direct debit in late June 2020

9 Discussion of ideas for funding offered by the District Councillor

The Council discussed the possibility of purchasing a cabinet to house the village history archives. Mr Gregory explained that a fire, dust and vermin-proof cabinet would cost in the region of £1,200. The Council asked the Clerk to find out if the District Councillor would be able to contribute towards such a purchase from her grant this year and next. An alternative suggestion was to repair or replace the Parish Council noticeboard with a recycled plastic one. Mr Gregory will look at new noticeboard options as a comparison to the cost of repairs.

10 Correspondence

The Council considered the correspondence received. It was agreed that the Parish Rangers had done a good job around the village of filling potholes.

11 Items for the next meeting agenda

To continue the discussion of ideas for funding offered by the District Councillor.

The next meeting will be held on 12 November at 7.30 pm (place to be confirmed).

The Chairman closed the meeting at 9.15 pm.